

*“Minutes must be kept of all public meetings and must be available to the public upon request not more than five business days after the public meeting. A business day means the hours of 8 am to 5 pm on Monday through Friday, excluding national and state holidays. The minimum content of meeting minutes includes: (1) names of members present; (2) other people participating (it is not necessary to list everyone present, however); (3) a brief summary of subject matter discussed; and (4) any final decisions reached or action taken. There is no legal requirement to accept or approve the minutes. Even if minutes have not yet been approved, they still must be made available not more than five business days after the public meeting. When the five business day deadline is reached before the minutes are approved, they can be made available to the public with a notation that they are a draft version.”*

Taken from “Knowing the Territory,” a publication from the New Hampshire Municipal Association.

## Selectmen’s Meeting Minutes Albany, NH July 11, 2018

**Call to Order:** At 5:03 p.m., Chairman Hiland called the Selectmen’s meeting to order.

**Pledge of Allegiance:**

**Attendance:**

Members present: Rick Hiland, Cathy Ryan and Joe Ferris

Town Administrator: Kathy Golding

Public: Dorothy Solomon

**New Business:**

- **Approval of the June 27 minutes:** Selectperson Ryan made a motion to approve the June 27 minutes, Selectman Ferris seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Ferris made a motion to approve the consent file, Selectperson Ryan seconded the motion and all were in favor, the consent file was amended by reducing accounts payable to \$42,478.31. Chairman Hiland called the motion to a vote and all were in favor.

Signed payroll checks and vouchers	\$2,896.84
Approved accounts payable invoices	\$42,478.31
Reviewed & sign previously approved accounts payable & issued checks	\$6,857.49
Approved one timber warrant & certification	Map 6 Lots 104, 109, 111
Approved one timber intent	Map 6 Lots 104, 109, 111

Signed quarterly payroll report	
Approved quarterly Employment Security Report	
Approved one abatement	Map 6 Lot 83

**Town Administrator’s Report:**

A ride along with Deputy Pinardi has been scheduled for Selectperson Ryan on July 17.

The new signs created for Passaconaway Rd. are ready. Road Agent, Curtis Coleman has been notified. He will pick them up and post them. The new parking tickets have been dispersed the Sheriff Department. Numerous tickets have been given out and the fines continue to come into the office. Deputy Rowe requested a slight change in the future tickets to be printed.

Michelle Moren-Grey, North Country Council, called to say that Albany has a second opening for a Commissioner to their council. A volunteer is requested.

The Health Officer reported the trash in Wildwood has been picked up and no further action is required. Selectperson Ryan said she saw bags of trash still laying in the yard. The Health Officer will be forwarded this information.

The annual payroll audit has been completed through Primex. The property liability exposures have also been updated through Primex.

The EMPG grant for the generator has not been submitted yet. A narrative of the project must be submitted.

The Board was presented with a list of properties that have been sent a notice of impending tax deed. There were eight properties on the list and one has already paid their bill.

The Town Administrator will begin working on updating the welfare assistance levels as required by law every two years.

An e-mail was received regarding the request for an Albany zip code. They would like a list of Albany properties that have the same number address as Conway. The Town Administrator has begun compiling the list.

Pope Security will be scheduling their annual testing of the fire and alarm system at town hall. At the same time, a proposal will be submitted for an upgrade to the system.

**Appointments:** None

**Old Business:**

- Emergency Management/Operations Plan – July 26 at 1 pm.
- Town Hall – building & parking lot maintenance-contacts are in process.
- State Bridge Aid – application filed and received by NHDOT.
- Generator purchase/grant – grant application in process.
- QuickBooks Pro transformation – Chairman Hiland will contact Rhonda Rosand.
- Albany zip code – an e-mail was received asking for more information.
- Chapel Committee/Historical Society – meeting scheduled for July 23 at 7 pm.
- Security/Fire system upgrade and evaluation – Pope Security will submit a plan
- Passaconaway Rd.- Northern Borders Regional Commission grant – submitted.
- Transportation Alternatives Program (TAP) – a letter of intent has been drafted after Chairman Hiland met with Josh McAllister, HEB Engineers and Alex Belenzs, NCC. It has been forwarded to Josh and Alex for review and recommendations. The submission deadline is Friday, July 13. Selectman Ferris made a motion to authorize the Town Administrator and Chairman Hiland to move forward with the letter of intent and authorize the Town Administrator to sign the letter of intent to include the recommendations of Josh and Alex, Selectperson Ryan seconded the motion and all were in favor.
- Federal Land Access Program (FLAP) – no action taken. Application timeframe is July 16 to Oct 15
- Annual Select Board meeting date in Wonalancet – September 12 at 4 pm
- Business Roundtable meeting – TBD (September)
- Records Retention Committee meeting– TBD (October)
- Road Standards update – in process
- Winter road maintenance policy – Road Agent, Curtis Coleman will be contacted for his policy.
- Cable TV contract (2021) – no action taken.
- Cersosimo Lumber – Road Agent, Curtis Coleman will view the video taken prior to the logging operation.
- Town Hall session with legislators – September

**Other Old Business:** follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up—no action taken.
- Route 16 – 2219 NH Route 16 – fire cleanup update- no action taken.

**Other Business (and Board reports):**

**Planning Board – Rick**-the Planning Board continues to review the subdivision regulations. The proposed amendments should be complete within the next few meetings.

**ESAA – Rick**-the Board of Directors voted in favor of moving forward with the new transient hangar design and apply for grants to help pay for it. The BOD will vote on any final amount of any loan to be taken to meet the matching funding of any grants. The bylaws review is under way and should be complete shortly.

**Conservation Commission – Cathy**-next meeting is August 7 at 6:00 p.m. Chairman Hiland reported the ESAA is holding a STEM AVIATION CAMP in conjunction with the Conway school system summer camp program July 16 to July 20 and is working with the Mount Washington Valley Remote Control Club at building model airplane kits and fly them at the Albany Town Forest at what they call Hubble Field. All of the students will become honorary members of their Club. Chairman Hiland mentioned that the Club officers and members are very good people to work with and very conscientious.

**School Board – Joe**-next meeting September 12 at 5:30 p.m. Chairman Hiland reported he attended the Albany School Options Committee (ASOC) meeting last night as a taxpayer, not a Selectman. Chuck Merrow was appointed as Chairman and his wife Anne was appointed as Secretary. A Vice-Chair will be appointed at the next meeting. They set goals for the committee and will begin evaluating the current school contracts, calculations for each contract, and research options for the new contract coming up in 3 years. One of the goals will be to eventually reach out to the other sending towns to discuss their options going forward after we are done gathering our facts and figures with the possible intention of working together. The committee voted to create a memo to request the Albany School Board Chairman to request contract financial data from the SAU 9.

**Other:** Chairman Hiland asked the Town Administrator to contact every Board's Chairperson and secretary to ask to be informed of the time and date of each future meetings to be held in order to have the meetings scheduled for video recording and timely posting of meetings.

**Correspondence:** NHDOT driveway permit Map 6 Lots 109, 111  
NHDOS Proposed readoption of NH Admin. Rule Saf-C 3300  
US Court of Federal Claims- Class Action Opt In form  
Department of Interior-PILT payment = \$131,821

Chairman Hiland made a motion to opt in on the Class Action suit for PILT and to send it certified, return receipt and have the Town Administrator sign off on it, Selectman Ferris seconded the motion and all were in favor.

RH\_\_\_\_  
CR\_\_\_\_  
JF\_\_\_\_

Chairman Hiland would like to send a letter of thanks to Chuck Henderson and Timothy Hill for all of their help in getting our PILT back. Chairman Hiland also thanked the Town Administrator for her due diligence in the matter.

**Public Comment:** None

**Next Meeting: July 18 at 5 PM**

**Adjournment:** At 6:09 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding  
Town Administrator